

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503

USAFACFS Circular
No. 600-03-03

10 December 2003

Expires 1 February 2004
Personnel-General

CHRISTMAS-NEW YEAR HOLIDAY PROGRAM

1. PURPOSE. This circular outlines administrative procedures for the 2003-2004 Christmas-New Year Holiday period. Direct questions related to this circular to the Directorate of Plans, Training, and Mobilization, Operations and Training Division, Operations Branch (442-2404/3697).

2. REFERENCES.

- a. AR 600-8-10, Leaves and Passes.
- b. AR 611-201, Enlisted Career Management Fields and Military Occupational Specialty.
- c. AR 635-5-1, Separation Program Designators (SPD) Codes.
- d. USAFACFS Regulation 210-64, Alcoholic Beverages.
- e. USAFACFS Regulation 385-10-1, Safety Regulation.
- f. USAFACFS Regulation 420-90, Post Fire Regulation.
- g. USAFACFS Regulation 690-31, Pay Administration.

3. HOLIDAY PERIOD. Official observance of the holiday season will commence with the traditional lighting of the holiday tree at McNair Hall, 1800, 12 Dec 03, and conclude on 2 Jan 04.

4. NATIONAL AND INSTALLATION TRAINING HOLIDAYS.

- a. Fort Sill will observe 25 Dec 03 and 01 Jan 04 as holidays, and 26 Dec 03 and 2 Jan 04 as installation training holidays. Organizations will accomplish required installation security and support details. Commanders and directors will provide minimum staffing consistent with operational requirements.
- b. Fort Sill will observe the Jewish festival of Hannuka from 19 Dec 03 through 26 Dec 03.

c. Fort Sill will observe the Muslim holy days of Ramadan from 26 Oct 03 through 24 or 25 Nov 03.

5. TRAINING COMMAND HOLIDAY OPERATIONS.

a. The guidance below applies to Initial Entry Training (IET) soldiers:

(1) The U.S. Army Field Artillery School (USAFAS) will suspend classes for AIT soldiers from 1200 on 19 Dec 03 through 3 Jan 04. Suspend all other USAFAS classes from close of business (COB) 19 Dec 03 through 3 Jan 04. Installation commanders, after coordination with Headquarters, U.S. Army Training and Doctrine Command (HQ TRADOC) (ATOM-O), have the flexibility to deviate 2 days from the scheduled dates under the following conditions:

(a) Commercial transportation facilities are unable to accommodate the traffic requirements.

(b) To avoid changes to the scheduled training graduation dates.

(c) To conduct makeup or refresher training as required.

b. The last Basic Combat Training (BCT) and One Station Unit Training (OSUT) batteries will fill prior to Exodus in Reception Week (RW) 24 Nov 03. Reception Weeks 1, 8, 15, 22, and 29 Dec 03 are nonfill weeks for BCT and OSUT. The next scheduled reception week for BCT and OSUT is RW 5 Jan 04 following Exodus. Therefore, the host reception battalion (RECBNs) has no requirement to remain open. Nevertheless, the BCT and OSUT sites must make arrangements for personnel reporting in early. The RECBNs will resume normal operations on 2 Jan 04 to process BCT and OSUT soldiers for RW 5 Jan 04.

c. Coordinating instructions for BCT Soldiers graduating in Dec 03.

(1) BCT soldiers graduating on 4 and 11 Dec 03 with an AIT report date of 5 and 12 Dec 03, respectively, are shipped to the gaining AIT installation prior to being granted Exodus leave. The BCT site will coordinate with the gaining site and make Exodus transportation arrangements for those soldiers before they are shipped.

(2) BCT soldiers graduating 4 and 11 Dec 03 with an AIT report date of 2 Jan 04 are granted Exodus leave from the BCT site and report to the AIT site directly from the leave location. The unit must verify transportation arrangements to the soldier's leave address and onward to the AIT installation, prior to the soldier's departure on Exodus leave. When the soldier is scheduled for AIT to another service school (e.g., U.S. Air Force), the BCT site coordinates with the gaining service school 5 weeks prior to report/start date to verify status of the AIT or is released for leave.

d. BCT soldiers graduating between 24 Nov 03 and 19 Dec 03 are ticketed for Exodus at the BCT site. AIT sites are responsible for ticketing soldiers during all remaining days.

e. OSUT and AIT soldiers graduating in Dec 03, who have follow-on training scheduled that does not start until Jan 04, will remain at the AIT/OSUT installation and commanders may grant Exodus leave to these soldiers, if desired. Soldiers will proceed to their follow-on training when Exodus leave ends. OSUT and AIT soldiers graduating in Dec 03 who are being assigned to a unit are shipped upon graduation in accordance with instructions from the Human Resource Command.

6. HALF-DAY SCHEDULE.

a. For III CA personnel, the normal duty hours will be 0600-1130 during the period 22 Dec 03 - 2 Jan 04. For all other military personnel, the normal duty hours will be 0600-1130 during the period from 22 Dec 03 - 2 Jan 04 (BCT/OSUT units may start at 0500 for PT). The 22 Dec 03 through 2 Jan 04 holiday half-day period in no way precludes commanders from authorizing leave prior to, during, or after this time frame, consistent with readiness requirements (in accordance with AR 635-1).

b. On duty days during the holiday period, major subordinate commands will ensure that duty officers are present or on-call beginning at 1130.

c. On duty days each major directorate/activity will ensure that duty officers are present or on-call from 1130-1630. Major directorate/activity directors will determine the manning requirements of divisions, branches, and lower level offices.

d. The Installation Operations Center and Quick Reaction Force will continue 24-hour, 7-day week operations.

e. Maintain the following operational requirements during the Christmas-New Year holidays:

(1) Capability to furnish firefighting details (see USAFACFS Reg 385-1).

(2) Capability to provide support for funeral requests.

7. REYNOLDS ARMY COMMUNITY HOSPITAL, DENTAL, AND VETERINARY CLINIC HOURS OF OPERATIONS.

a. During the holiday season, MEDDAC will operate with the following schedule:

(1) Outpatient Clinics. MEDDAC will staff and operate the outpatient primary care clinics 0730-1630 on 22-24 December and 29-31 December 2003. Close the outpatient clinics on 25-26 December 2003 and 1-2 January 2004.

(2) Active Duty Sick Call. MEDDAC will conduct sick call at the normal locations and times on 22-24 December and 29-31 December 2003. On 25 December 2003 and 1 January 2004 service members needing emergency or urgent care should report to the Emergency Room. On 26 December and 2 January 2004, Active-Duty sick call sign-in will be at the Crusader Clinic from 0600 to 0730 and at Bleak Troop Medical Clinic from 0630 to 0800.

(3) Urgent/Same-Day Appointments. On Saturday, 27 December urgent/same-day appointments are available for patients enrolled to Reynolds Army Community Hospital TRICARE Prime by calling 458-2000.

(4) Emergencies. Emergency Room will see emergencies at any time, to include after normal duty hours, weekends, and holidays.

(5) Inpatient Areas. MEDDAC will open and staff inpatient areas consistent with the requirement to maintain appropriate levels of care.

(6) Administrative Areas. MEDDAC will staff and have operational administrative areas during their normal duty hours Monday through Friday.

(7) Pharmacies.

(a) MEDDAC will open the Outpatient Pharmacy 0800-1800, 22-24 December and 29-31 December. Hours will be 0900-1500 on 27 December 2003. MEDDAC will close the Outpatient Pharmacy 25-26 December and 1-2 January 2004.

(b) MEDDAC will open the Commissary Pharmacy 0900-1700 on 23-24 December 2003 and 30-31 December 2003. MEDDAC will close the Commissary Pharmacy on 25-29 December and 1-5 January 2004.

b. Dental Clinic. DENTAC will close all dental clinics on 25-26 December and 1-2 January 2004. All dental clinics will follow normal duty hours during 22-24 December and 29-31 December.

(1) Normal duty hours for Cowan Dental Clinic are as follows: 0730-1030 for sick call, 0700-1200 for exams, and 0715-1630 for appointments.

(2) Normal duty hours for Allen Dental Clinic are as follows: 0700-0800 for sick call, 0700-1630 for exams, and 0700-1630 for appointments.

(3) Normal duty hours for Dental Clinic #2 (RACH) are as follows: 0645-0900 for sick call, 0700-0900 and 1230-1330 for exams, and 0700-1600 for appointments.

c. Veterinary Treatment Facility. The Veterinary Treatment Facility will operate 0800-1600, 22-24 December and 29-31 December 2003 by appointment throughout the

holiday season. MEDDAC will close the Veterinary Treatment Facility both 24-25 December and 1-2 January 2004.

8. POST CHAPLAIN DIVISION.

a. Post Chaplain Office established the following schedule of all on-post major faith groups celebrations for the holiday season:

(1) Islamic Holidays are--

(a) October 27 - November 24 or 25 -- Fasting month of Ramadan.

(b) November 25 or 26 -- Eidul Fitr (first day of 3-day festivities after the Ramadan Fast).

(c) January 30 or 31 -- Hajj or Pilgrimage to Mekka begins.

(d) February 1 or 2 -- first day of 3-day festivities of Eidul Adha or Feast of Sacrifice.

(2) Jewish Holidays are--

(a) Friday, 19 Dec -- 1st night of Hanukka. Services: 1900, Old Post Chapel.

(b) Friday, 26 Dec -- 8th night of Hanukka. Services: 1900, Old Post Chapel.

b. On-call Duty Chaplain will be point of contact for chaplain needs after duty hours, weekends, and holidays. Personnel can reach a Duty Chaplain by calling the Field Officer of the Day, 442-4912.

9. LEGAL ASSISTANCE AND CLAIMS. SJA will close the Legal Assistance Office and the Claims Office 24-25 December 2003 and 31 Dec 03 to 1 Jan 04. During the remainder of the holiday period, Legal Assistance and Claims will close at 1130 each duty day.

10. DEFENSE MILITARY PAY OFFICE (DMPO). DMPO will close on 25-26 Dec 03 and 1-2 Jan 2004. During the Christmas-New Year holiday period, DMPO will be open for customers during normal hours (Monday - Thursday from 0830-1130/1300-1530 and Friday 1300-1530).

11. CIVILIAN OPERATING INSTRUCTIONS FOR THE HOLIDAY PERIOD. Civilian employees are encouraged to take annual leave during the holiday period. Do not use temporarily discontinuing an activity or closing an office as the basis for excusing civilian employees without charging leave for any part of their basic workweek. On days when the observance of this holiday period would result in curtailment or elimination of functions, organizations will detail or utilized employees who do not desire leave--

- a. To other positions within their activity in which they may be productively used.
- b. To other major activities in which they may be productively used.
- c. In their assigned positions if no other satisfactory arrangements can be made.

12. PARTIAL PAY.

- a. Fort Sill will not authorize soldiers assigned to Fort Sill a partial payment in connection with the holiday program. Commanders will encourage permanent party soldiers to make appropriate financial arrangements through savings.
- b. Fort Sill will not authorize enlisted soldiers assigned to USAFATC for training before 1 Nov 03 a partial payment in connection with the holiday program. Commanders will encourage these soldiers to make appropriate financial arrangements through savings.
- c. Enlisted soldiers whom inprocess 2 Nov 03 through 1 Dec 03 for basic training will receive the cost of a ticket **not to exceed \$400** through Carlson Wagonlit Travel. Personnel entitled to the travel tickets are Active Army, Reserve, and National Guard soldiers who arrive for training too late to receive a system generated End-of-the-Month pay for Nov 03 and who qualify for the initial Stored Value Card payment. This one time holiday partial payment will be made as an exception to the established trainee pay plan.
- d. End-of-month December payday for all soldiers at Fort Sill is 31 Dec 03.

13. VISITOR QUARTERS. Do not charge occupants residing in Distinguished Visitors Quarters (DVQ), Visitor Officer Quarters (VOQ), and Visitor Enlisted Quarters (VEQ) going on official leave and not drawing TDY per diem for their rooms while in a Christmas leave status providing they do not occupy the room. In order to receive proper leave credit, Lodging Division requests that all personnel contact them prior to departure. This policy was established in 1996 by the Chief of Staff and coordinated with Directorate of Community Activities (DCA), Directorate of Resource Management (DRM), Staff Judge Advocate (SJA), and USAFAS.

14. HOLIDAY DECORATION AND DISPLAYS.

a. Holiday Lighting Policy. Considering the current energy conservation requirements imposed by the Department of the Army, the following lighting policy is established for the 2003-2004 holiday season.

(1) Maximum use of nonelectrical displays is encouraged as an energy conservation measure.

(2) Exterior. Personnel may display lights from 1 Dec 03 through 6 Jan 04.

(3) Outdoor religious displays are only permitted in the yards of personal quarters and on chapel grounds. Address requests for exception to this policy through SJA to the Garrison Commander (GC) for approval.

b. General policy. Displays will be appropriate to the season and in good taste. Safety will be a primary concern in establishing displays. The following provisions apply:

(1) Noncombustible or flameproof decorative material is mandatory IAW USAFACFS Regulation 420-90, paragraph 2-19.

(2) DPW will not provide Christmas trees. Do not cut trees on the military reservation for use in decorations.

(3) In order to preclude damage to roofs, do not mount or anchor Christmas decorations and displays to roofs or roof protuberances (such as chimneys, sewer, or heater vent pipes).

c. Electrical policy. The following provisions apply:

(1) Electrical displays must either bear the label of approved testing laboratory or be assembled by a competent electrician. Displays outdoors must bear the "all weather components" approval. Do not attempt to use indoor electrical materials for an outdoor display. Wind and moisture may short the wiring, resulting in either a blown fuse or fire. DPS will inspect displays upon request (telephone 442-5911, Fire Prevention and Protection Division.)

(2) Do not allow lights in close proximity to combustible materials.

(3) Do not display electrical lights on aluminum trees.

(4) The house circuit on which electrical displays operate should have a fuse or circuit breaker not larger than 20 amps. If the fuse blows or the circuit breaker switch trips while the lights are on, occupants should remove all appliances possible from the same circuit or use a different circuit for decorative lighting.

d. Christmas Tree Policy. The following provisions apply:

(1) Always turn the tree lights off before retiring or when the family is out. Never leave children alone in the house with a lighted tree.

(2) Keep the area around the tree free of gift-wrap paper. Do not dispose of gift-wrap paper in fireplaces. Keep electric toys away from the tree. Never operate toy steam engines or other fuel-activated toys near the tree.

(3) If the tree or decoration should catch fire, first remove everyone from the building, and then call the Fire Department at 911.

15. GREETING CARD AND OFFICE PARTIES.

a. The use of government property or appropriated or nonappropriated funds to extend Christmas and other public holiday greetings of a personal or organization nature is prohibited. The solicitation and giving of gifts to superiors should not be considered except upon consultation with the Installation Ethics Counselor, 442-2388.

b. Personnel may schedule office parties for staff elements or commands on any single afternoon beginning 1 Dec 03 at the discretion of the activity director or unit commander. Such events must end by 1700. Personnel may decorate offices for the holidays on or after 1 Dec 03.

c. Comply with the provisions of USAFACFS Reg 210-64 when alcohol is consumed at office parties. The current drinking age for military and civilian personnel on this installation is 21. Commanders may request an exception to the drinking age policy (for military personnel only) by submitting a memorandum through their chain of command, through the Drug and Alcohol Abuse Control Division (DAACD), and the Chief of Staff (CofS), for the Commanding General, NLT 10 working days before the social event.

d. Each of us should be sensitive to the fact that not all of us celebrate the same holidays. What we call the celebration, how we refer to the season, and our greetings to one another should take this fact into account. Celebrations and the planning and preparation thereof should use minimal government time and resources. If there is a gift exchange involved, establish a reasonable value for the individual gifts, if the givers will remain anonymous. If the gifts are not anonymously given, the value of the gifts should not exceed \$10.00.

16. SALE OF CHRISTMAS TREES. Only Youth Services may sell Christmas trees on-post. Fort Sill will announce the display sale lots in the Cannoneer. Sale of trees will begin on 29 Nov 03 through 24 Dec 03, or when all trees have been sold, whichever occurs first.

17. SAFETY.

a. Conduct preholiday safety briefings and vehicle safety inspections IAW USAFACFS Reg 385-10.

b. Commanders will include the material outlined in USAFACFS Regulation 385-10 in their Command Information Briefing prior to personnel departing for the holiday.

(ATZR-TPT)

FOR THE COMMANDER:



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